

Sexton (Custodian) Part Time

The Episcopal Church of St. Mary the Virgin
San Francisco, CA 94123

Job Details:

- Hourly wage: Dependent on experience
- Job type: Part-time, hourly.

Qualifications:

- Education: High school or equivalent (preferred)
- Experience: Two to three years prior custodial experience (preferred)

Full Job Description:**Background:**

The Episcopal Church of St. Mary the Virgin in San Francisco (St. Mary's) is a vital and growing community with a vibrant youth group and well attended Sunday school programs among many other ministries to the parish and the community beyond. We seek an experienced, resourceful, and reliable Sexton to manage the church facilities during weekdays and Sunday mornings.

Job Summary:

St. Mary's outsources its major janitorial and gardening services to third party providers. The part-time Sexton, under the direction of the Rector and Building & Grounds Committee chairperson, will need to conduct routine cleaning and tidying of the building and grounds, minor maintenance tasks such as changing light bulbs, ordering and replenishing supplies, making sure that bathrooms are clean and supplied and waste baskets have been emptied. The Sexton also operates the building systems, provides access to the courtyard, sanctuary and the parish hall as specified per a routine schedule and assist volunteers, staff and other approved users of campus buildings with regular and special events. The Sexton will also schedule and provide access to third party contractors pre-approved for maintenance and repair work. The Sexton will contact the Rector, Senior Warden and Building & Grounds Committee chairperson, Parish Administrator and pre-approved contractors in the event of an emergency such as an electrical failure, water leak, roof leak or similar occurrence that could cause damage if not addressed immediately or that impedes the ongoing use of the church campus. The Sexton will also prepare the church for Sunday services.

This part-time position is not benefits-eligible. Approximately 16 hours per week to be scheduled on Tuesday morning, Sunday morning and afternoon, and other days of the week as negotiated. Occasional work on other days & times including weekends by arrangement.

Qualifications:

- Welcoming, friendly person who fosters pleasant interactions with parishioners.
- High reliability and flexibility, with significant initiative.
- Effective English communication skills including written communication.
- Physically able to lift and move objects such as tables, furniture, garbage bins, etc.
- Experience working independently from a task list.

- E-mail and mobile phone communication experience.

Responsibilities:

- Sweep sidewalk and lower and upper courtyard
- Make sure restrooms are clean
- Provide feedback to janitorial service based on feedback from Altar Guild and personal observation
- Take garbage out from offices and other rooms as needed
- Take garbage/recycling/compost bins out for pick up Tuesday evening and bring back in on Wednesday
- Replace non-working light bulbs in the church, church offices and the parish hall as needed
- Refill consumables (toilet paper, paper towels, liquid hand soap) in restrooms.
- Purchase supplies, replacement bulbs and ballasts, hardware supplies as necessary from pre-approved vendors
- Sets up tables and chairs in rooms per request of the Sunday school director, youth minister, office administrator, rector or others church staff
- Do repairs if capable, otherwise e-mail or call the Building & Grounds Committee chairperson. In an emergency, such as a leaky pipe or other malfunction requiring immediate attention, call the pre-approved vendor or repair company and advise the Building & Grounds Committee chairperson and the Rector, Parish Administrator and Senior Warden.
- Make sure that regular maintenance schedules (monthly, quarterly or annually) are being accomplished for the various equipment, etc. on the St. Mary's Campus. See Appendix A.
- Attend weekly staff meetings.
- Clean the fountain tiles on a quarterly basis
- Maintains church columbarium and works with columbarium chairperson
- Help facilitate the annual volunteer cleanup day in coordination with the Buildings & Grounds Committee
- Place "NO PARKING" signs in the white zone on Union Street so that the white zone is available for persons to drop off occupants of their vehicles safely on Sunday morning. Such "NO PARKING" signs may need to be placed out for other church events on an as needed basis.
- Early Sunday morning, the Sexton will prepare the church for Sunday services including setting up name tag tables with name tags, and welcome table and coffee table all in the courtyard.
- Prepare coffee, tea, etc. for Sunday coffee hour.
- Prepare Sunday school rooms if requested. Set up the Great room as requested.
- Clean up after Sunday services.
- Assist at major holidays with additional setup of decorations and other matters.

Additional Information:

Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an

accurate reflection of the position posted, St. Mary's reserves the right to modify or change the essential functions of the job based on business necessity.

At St. Mary's, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.

St. Mary's is accessible by public transportation via bus including SF Muni bus routes 22 – Fillmore, and the 45 – Union.

Work must be done on the St. Mary's Campus and cannot be done remotely.

Job Type: Part-time

Pay: Hourly dependent on experience

Schedule:

- Day shift
- Weekend availability

Education: High school diploma or equivalent (preferred)

Experience: Two to three years prior custodial experience (preferred)

Work location: One location – St. Mary's Campus at 2325 Union Street in San Francisco
www.smvsf.org

To Apply: Email inquiries to Donna Davidson – dmd@ddavidson.com